

TABLE OF CONTENTS

Administration of MVHS	
Assemblies/Pep Rallies.....	
Bell Schedule	
Block Schedule (A/B Days)	
Bruin Crew Officers	
Cheerleaders.....	
Class Officers.....	
Contacting MVHS.....	
Dances.....	
E-Mail Addresses	
Map of the School	
Planner.....	
Policies and Procedures	
School Address	
School Song.....	
School Telephone Numbers.....	
School Website	
Skyward Website	

WELCOME BRUINS

Let me welcome all of you to Mountain View High School for the 2011-2012 school year. For you who are new to Mountain View, we can expect an exciting school year. For those of you who are returning upper classmen, we are looking forward to your leadership in upholding the MV tradition of excellence in academics and behavior.

Much time and work has been put into this year's Student Handbook, Planner, and Directory. Included is a calendar of dances, assemblies, and bell schedules along with the Alpine School District calendar of scheduled vacation days.

In this Handbook you will find the names and pictures of this year's elected Student Officers, Bruin Crew Officers and Cheerleaders. By studying the campus map you can locate your classrooms. You will find students' phone numbers in the Student Directory section of the handbook. Be sure to stay organized in your classes by using the Planner included in the Handbook. **MVHS student policies and procedures are also found in this handbook. Please spend time familiarizing yourself with school policy and specifically our ATTENDANCE POLICY.**

The handbook is only one of many useful tools we make available for our students here at Mountain View High School. Please keep current of all events with the updated calendar on the Mountain View High School website: <http://www.mountainview.alpinedistrict.org>.

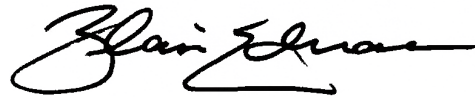


It is your personal responsibility to utilize all the tools and assets we provide in order to successfully meet the challenges of your high school career. As you become involved in your high school educational experiences, please recognize that school is a challenge, a privilege, a responsibility, a right, and an opportunity for personal growth.

I look forward to meeting you and your parents. Please help me get to know you by coming up to me and introducing yourselves. The halls of MVHS resound with a "Spirit of Excellence" and we want to continue building on that legacy. I trust that each of us will find unique opportunities for personal development and success in addition to ways of

contributing to our Mountain View community.

Sincerely,



Blaine Edman
Principal
Mountain View High School

ASSISTANT PRINCIPALS



Jose Enriquez



Mike Ericksen



Peter Glahn

CONTACTING MOUNTAIN VIEW HIGH SCHOOL

Address 665 W Center Street
Orem, UT 84057
Administrative Office801-227-2400
Counseling Office801-227-2401
Attendance Office801-227-2402

To check calendar of events and activities, make on-line payments, or purchase tickets to plays and musical events:

MVHS Website <http://www.mountainview.alpinedistrict.org>

Click on Fees/Payment

To check student's grades and attendance:

MVHS Website <http://www.mountainview.alpinedistrict.org>

Click on Skyward

To contact buses

ASD Transportation Dept.801-610-8850
District Website <http://alpineschools.org>

MOUNTAIN VIEW SCHOOL SONG

We are the fighting Bruins of Mountain View,
Our song is heard; our story told,
About a team that's tough –
We're telling you –
A victory will soon unfold!

Mountain View, we are a winning team.
See our colors gleam.
Always you will reign supreme –
The cardinal, white, and gold.

We are the fighting Bruins of Mountain View,
Our song is heard; our story told,
About a team that's tough –
We're telling you –
A victory will soon unfold!

M--V--H--S
M-V-H-S THE BEST!

BELL SCHEDULES

Regular Day (Tuesday – Friday) Schedule 1

A1/B5.....	7:45 – 9:05
A2/B6.....	9:10 – 10:30
A3/B7.....	10:35 – 11:55
Flex.....	11:55 – 12:20
LUNCH.....	12:20 – 12:50
A4/B8.....	12:55 – 2:15

Collaborative Day (Monday) Alternate Schedule 1A

A1/B5.....	7:45 – 8:55
A2/B6.....	9:00 – 10:15
A3/B7.....	10:20 – 11:30
LUNCH.....	11:30 – 12:00
A4/B8.....	12:05 – 1:15
TEACHER WORK TIME.....	1:15 – 1:45
TEACHERS COLLABORATE.....	1:45 – 2:45

Beginning of Day Assembly Schedule 3

Report to A1/B5.....	7:45
Assembly.....	7:50 – 8:35
A1/B5.....	8:45 – 9:55
A2/B6.....	10:00 – 11:15
A3/B7.....	11:20 – 12:30
LUNCH.....	12:30 – 1:00
A4/B8.....	1:05 – 2:15

Minimal Day (Professional Development) Schedule 5

A1/B5.....	7:45 – 8:45
A2/B6.....	8:50 – 9:50
A3/B7.....	9:55 – 10:55
LUNCH.....	10:55 – 11:25
A4/B8.....	11:25 – 12:25

Alternate Flex Day Schedule 2

A1/B5.....	7:45 – 9:05
A2/B6.....	9:10 – 10:30
Flex.....	10:30 – 10:55
A3/B7.....	11:00 – 12:20
LUNCH.....	12:20 – 12:50
A4/B8.....	12:55 – 2:15

After 1st Period Assembly Schedule 4

A1/B5.....	7:45 – 8:51
Report to A2/B6.....	8:56
Assembly.....	9:00 – 10:00
A2/B6.....	10:10 – 11:15
A3/B7.....	11:20 – 12:30
LUNCH.....	12:30 – 1:00
A4/B8.....	1:05 – 2:15

End of Day Pep Assembly Schedule 6

A1/B5.....	7:45 – 9:00
A2/B6.....	9:05 – 10:20
A3/B7.....	10:25 – 11:40
LUNCH.....	11:40 – 12:10
A4/B8.....	12:15 – 1:30
Pep Rally.....	1:40 – 2:15

FACULTY & STAFF E-MAIL ADDRESSES

All addresses are: @alpineschools.org

ADMINISTRATORS

B. Edman blaineedman
J. Enriquez jenriquez
M. Ericksen mericksen
P. Glahn pglahn

COUNSELORS

T. Blatter tblatter
J. Harrison jharrison
R. Smith rsmith
G. Young gyoung

FACULTY

B. Andrus bandrus
M. Bahr mbahr
B. Barnes britanybarnes
T. Bates tbates
G. Beveridge gbeveridge
J. Bjornstad jbjornstad
A. Blanchard ablanchard
C. Blevins cblevins
J. Bowman jbowman
S. Boyack sboyack
C. Brems cbrems
M. Brown mbrown
J. Bullock jbullock
N. Carling ncarling
T. Carlson tcarlson
D. Carpenter dcarpenter
E. Clark eclark
S. Codner scodner
L. Covert lcovert

G. Cramer gcramer
N. Criman ncriman
A. Davis angeladavis
K. Denning kdenning
K. Drummond kimberlydrummond
M. Fieldsted mfieldsted
J. Fong jfong
B. Francis bfrancis
E. Gessel egessel
C. Greenwood cgreenwood
M. Greer mgreer
J. Gustin jgustin
D. Haight dhaight
R. Hallam rhallam
H. Heriford hheriford
E. Herring eherring
M. Hunter mhunter
B. Hymas bhymas
N. Kelley nkelley
B. Lant blant
R. Mathews rmathews
C. Medler cmedler
J. Merrill jmerrill
L. Moss lmoss
W. Mueller wmueller
L. Peterson lpeterson
S. Player splayer
E. Randall erandall
M. Read mread
R. Rehrer rrehrer
T. Richards trichards

L. Robert lrobert
D. Robinson drobinson
J. Snyder jsnyder
S. Steadman ssteadman
R. Stoddard rstoddard
B. Talonia bayala
J. Thurston jthurston
K. Tonga ktonga
K. Walker karstenwalker
A. Young ayoung

STAFF

H. Arledge harledge
S. Caceres scaceres
R. Chatterley rchatterley
K. Clay karmel
B. Davis bonniedavis
E. Ferron eferron
C. Hanson chanson
K. Hausauer khausauer
D. Jensen ddjensen
T. Leonard tleonard
J. Memmott jmemmott
J. Olsen jolsen
M. Patterson mpatterson
S. Porritt sporritt
K. Prestwich kprestwich
G. Rosenthal grosenthal
T. Tolman ttolman
K. Tressler ktressler

BRUIN DANCES

*Purchased in advance

MVHS Student ID Cards are required at all dances

MVHS dress code is enforced at all dances

DATE	DANCE	DATE DANCE	TIME	COST	LOCATION	SPONSOR
Sat. Aug. 27	Welcome Dance	No	8:30-11:00 pm	\$5	Bruin Bowl	Student Council
Sat. Sep. 24	Homecoming	Boys' Choice	8:30-11:30 pm	\$30* or \$35	TBA	Student Council
Sat. Oct. 15	El Cheapo	Optional	8:30-11:00 pm	\$5	Commons	Student Council
Sat. Nov. 5	Sadie Hawkins	Girls' Choice	8:30-11:30 pm	\$12* or \$15	Commons	Cheer/Orchesis
Fri. Dec. 9	Black Light Stomp	No	8:30-11:00 pm	\$5	Dining Hall	Senior Class
Sat. Jan. 14	Preference	Girls' Choice	8:30-11:30 pm	\$30* or \$35	TBA	Student Council
Sat. Feb. 11	Sweethearts	Boys' Choice	8:00-11:00 pm	\$12* or \$15	Commons	FCCLA
Sat. Apr. 21	Junior Prom	Boys' Choice	8:30-11:30 pm	\$30* or \$35	TBA	Junior Class
Sat. May. 12	MORP	Girls' Choice	8:30-11:30 pm	\$12* or \$15	Commons	Bruin Crew
Wed. May 30	End of Year	No	8:30-11:00 pm	\$5	Bruin Bowl	PTSA

ASSEMBLIES

DATE	ASSEMBLY	SPONSOR	LOCATION	SCHEDULE
Fri. Aug. 26 (B day)	Hi Week	Student Council, Mack Fieldsted	Auditorium	After 1 st Period Schedule #4
Fri. Sep. 23 (A day)	Homecoming	Student Council, Mack Fieldsted	Auditorium	Beginning of Day Schedule #3
Fri. Oct. 7 (A day)	Pep Rally	Student Council, Mack Fieldsted	Gym	End of Day Schedule #6
Fri. Nov. 11 (B day)	Freedom	Bruin Crew Fine Arts Jeralyn Merrill	Auditorium	After 1 st Period Schedule #4
Fri. Dec. 16 (B day)	Christmas	Fine Arts Department	Auditorium	Beginning of Day Schedule #3
Fri. Jan. 20 (A day)	Spirit	Student Council, Mack Fieldsted	Gym	End of Day Schedule #6
Thu. Jan. 26 (A day)	Multi- Cultural	Multi-Cultural Club Belinda Talonia	Auditorium	After 1 st Period Schedule #4
Fri. Mar. 30 (B day)	Election	Student Council, Mack Fieldsted	Auditorium	After 1 st Period Schedule #4
Fri. April 20 (B day)	Academic	PTSA & Bruin Crew Jeralyn Merrill	Auditorium	After 1 st Period Schedule #4
Fri. May 11 (A day)	Ken Garff/ Sports Rec.	Bruin Crew Jeralyn Merrill	Auditorium	Beginning of Day Schedule #3
Tue. May 29 (B day)	Senior Send-Off/Talent	Student Council, Mack Fieldsted	Auditorium	Beginning of Day Schedule #3

Alpine School District 2011-12 A Day/B Day Calendar

August/September				
M	T	W	T	F
	23 A	24 B	25 A	26 B
29 A	30 B	31 A	1 B	2 A
5 ☉	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A	30 B

December				
M	T	W	T	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 ☉	20 ☉	21 ☉	22 ☉	23 ☉
26 ☉	27 ☉	28 ☉	29 ☉	30 ☉

March				
M	T	W	T	F
			1 A	2 B
5 A	6 B	7 A	8 B	9 A
12 B	13 A	14 B	15 A	16 B
19 A	20 B	21 A	22 B	23 A
26 B	27 A	28 B	29 A	30 B

October				
M	T	W	T	F
3 A	4 B	5 A	6 B	7 A
10 B	11 A	12 B	13 A	14 B
17 A	18 B	19 A	20 ☉	21 ☉
24 B	25 A	26 B	27 A	28 B
31 A				

January				
M	T	W	T	F
2 ☉	3 A	4 B	5 A	6 B
9 A	10 B	11 A	12 B	13 A
16 ☉	17 B	18 A	19 B	20 A
23 B	24 A	25 B	26 A	27 B
30 A	31 B			

April				
M	T	W	T	F
2 A	3 B	4 A	5 B	6 A
9 ☉	10 ☉	11 ☉	12 ☉	13 ☉
16 B	17 A	18 B	19 A	20 B
23 A	24 B	25 A	26 B	27 A
30 B				

November				
M	T	W	T	F
	1 B	2 A	3 B	4 A
7 B	8 A	9 B	10 A	11 B
14 A	15 B	16 A	17 B	18 A
21 B	22 A	23 ☉	24 ☉	25 ☉
28 B	29 A	30 B		

February				
M	T	W	T	F
		1 A	2 B	3 A
6 B	7 A	8 B	9 A	10 B
13 A	14 B	15 A	16 B	17 A
20 ☉	21 B	22 A	23 B	24 A
27 B	28 A	29 B		

May				
M	T	W	T	F
	1 A	2 B	3 A	4 B
7 A	8 B	9 A	10 B	11 A
14 B	15 A	16 B	17 A	18 B
21 A	22 B	23 A	24 B	25 A
28 ☉	29 B	30 A	31 B	

- ☉ No School
- ☐ Minimal Day (Professional Development)

POLICIES AND PROCEDURES

TABLE OF CONTENTS

Accidents	Medications at School
Alcohol /Drugs	Nuisance Items.....
Assembly Conduct	Obscene Materials.....
Athletic Eligibility Requirements ..	Out-of-Area Students
Attendance Policy & Procedures.	Parent Teacher Conferences
Bus Regulations.....	Parking Requirements
Cafeteria	Peer Mentoring Lab
Cell Phones	Physical Hazards.....
Check In/Check Out Procedures.	Public Display of Affection
Class Changes	Region Information
Clubs	(See UHSAA Information)
Colors (School)	Report Cards
Counseling Information	Safe Schools
(See Guidance Information)	Scholarships
Creating a False Emergency.....	School Tip Line
Dress and Grooming.....	Sexual Harassment
Elections (See Constitution)	Sickness/Sickroom
Emblem	Sophomore Academy
Emergency Plan.....	Stairs or Hallways (Blocking)
Equal Opportunity	Suspensions.....
Fighting.....	Telephones.....
Fire Lane.....	Testing Services.....
Fireworks	Textbooks.....
Flag Decorum	Tobacco or Drugs.....
Flex Time	Transcripts
Guidance Services.....	Truancy School
Home and Hospital Programs	Tutors
Homework.....	Utah High School Activities
Honor Roll.....	Association
Insurance	Valuables.....
Lockers	Visitors
Lost and Found.....	Vocational Programs
Lunch Money	Withdrawals and Transfers.....
Mascot (School)	Work Study.....
Media Center/Library.....	

ITEMS FOR REFERENCE

A-1 Accidents

1. Every accident in the school building or on the school grounds must be reported to the Attendance Office Secretary as soon as possible.
2. Accident insurance may be purchased from Security Life Insurance Company; forms are available in the Attendance Office.

A-2 Address Change

Please promptly notify the Guidance Office if you change your home address or telephone number. In case of an emergency, it is to your advantage to have your correct address and telephone number on file.

A-3 Assembly Conduct

Courtesy is the key for assembly conduct. Please note the following expectations:

1. **Sit with class in designated area.**
2. Be on time.
3. Remain seated during entire performance.
4. Applaud appropriately.
5. Show respect to all performers.
6. **Turn off cell phones.**

A-4 Athletic Eligibility Requirements

(See also Utah High School Activities Association)

Students who compete in UHSAA competition must be considered a full-time student (no fewer than six classes) and maintain a 2.0 grade point average ("C" average). They must have maintained a 2.0 in the quarter preceding that in which they will participate.

No student will be eligible to represent the school if more than one subject was failed in the preceding grading period. Each period failed in a multi-period class counts as a separate failing grade.

A student denied the right to participate may improve grade deficiencies and failures through various educational programs, tutoring, dual enrollment or by other methods acceptable to the school. Students who have been officially identified in Special Education will qualify to participate by successfully meeting their Individual Education Plans.

B-1 Bus Regulations

Riding the school bus is a privilege. Improper conduct on the bus will result in denial of that privilege.

C-1 Cafeteria/Dining Hall

1. Student behavior in the lunchroom should be based on courtesy and cleanliness. **You are responsible for cleaning the table at which you sit, and putting all trash in the proper containers.**
2. Students who act irresponsibly or behave inappropriately may be suspended.

C-2 Cell Phones/PDA's

Cell phones, PDA's and other electronic items are not to be used during academic time. This includes the use of text messaging, games, etc. Inappropriate use of camera phones could lead to suspension and or criminal prosecution.

C-3 Class Change

Once registration is complete, changes in class schedules should be avoided as much as possible. If a change becomes necessary, the student must consult with a counselor. If conditions warrant, a class transfer form will then be issued. (Changes made **within the first two weeks of each quarter** may be granted without penalty of failure in the dropped class.) The student must complete the transfer form and pay a \$5.00 charge for changing a class before the transfer is official. The completed form must be returned to the counselor in order to make the change in the computer. Delay in completion may mean loss of credit.

C-4 Clubs

1. Students are encouraged to participate in social activities at the school. All clubs and/or social groups will:
 - a. Exist for the benefit of all students of the school.
 - b. Extend membership opportunities to all registered students.
 - c. Be organized in such a way that membership cannot be determined, even in part, by the popular vote of any of the club members.
 - d. Submit charters, constitutions, and by-laws which are consistent with the rules and regulations herein stated and which will be approved by the principal, faculty, superintendent and the board of education.
 - e. Receive administrative approval prior to advertising any event.
2. In keeping with the spirit of the district policy concerning school clubs, Mountain View High School takes the following position: It is our strong recommendation that students affiliate only with authorized school clubs. If however, a student chooses to join and participate with another group or groups, he or she should be aware of the following:
 - a. Unauthorized clubs, club members or their pledges are not allowed to conduct any activities at school, at any school activity or on the school campus at any time.
 - b. Unauthorized club members may not, at any time, use the name of the school directly or indirectly in any of their activities.
3. Any Mountain View High School student found in violation of the above school policy will be subject to disciplinary actions outlined in district policy.

C-5 School Colors

The school colors are cardinal red, gold and white.

C-6 Creating a False Emergency

Any student who creates a false emergency by setting off a fire alarm is violating the law and will be suspended from school and referred to juvenile court. A referral to the district for expulsion may also result

D-1 Dress and Grooming Standards

Fads and extremes in student appearance tend to attract improper attention and interfere with the educational process.

The Alpine School Board of Education requires students to conform to community standards and avoid extreme, unsafe or inappropriate dress or appearance. State law also requires that

appropriate footwear be worn at all times. Those who do not follow the dress and grooming standards may be asked to change or may be sent home.

The following list outlines examples of inappropriate dress which should not be worn to school:

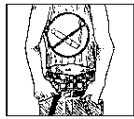
1. Tank tops or shirts with spaghetti straps, midriff/belly shirts, or off-the-shoulder tops
2. Short shorts or short skirts (length must be at least mid-thigh, including the skirt slit)
3. Torn or ripped clothing
4. Revealing clothing that is too short, too low cut, etc.
5. Display of undergarments
6. Clothing with inappropriate language, slogans or pictures, including drugs, alcohol, violence and/or sexual innuendoes
7. Hip chains attached to jeans (considered unsafe) must be tucked into the pocket.
8. Clothing, jewelry, or backpacks with spikes
9. Extreme hair styles or hair dyed extremely unnatural colors
10. Anything identified as gang attire, i.e., gang colors, bandanas, etc.



No display of anything identified as gang attire



Length of shorts and skirts must be at least mid-thigh



No clothing with inappropriate language, slogans or pictures



No tank tops
No bare midriffs



No display of undergarments

Although opinions may vary, interpretations of the standards are both the right and responsibility of the MVHS administration.

E-1 Equal Opportunity

Mountain View High School is an equal opportunity institution. The school will not discriminate on the basis of sex, race, creed or national origin in any educational or activity programs.

E-2 Emblem

The official emblem of the school is an "MV".

F-1 Fighting

Fighting among students is prohibited. Participants may be subject to suspension and referral to the police and juvenile court for disorderly conduct, disturbing the peace or disrupting the school process. Repeated incidents of fighting will result in a district hearing with possible expulsion from Alpine School District.

F-2 Fire Lane

The area adjacent to the building and at the southwest exit has been designated as a fire lane and by law must be kept clear of all vehicles. Vehicles found in these areas will be ticketed and have a warning placed on the windshield. Further violations may result in the vehicle being chained or towed away at the owner's expense.

F-3 Fireworks

According to the Utah State and Orem City codes, it is unlawful for students to use or have fireworks (including firecrackers) in their possession. Students found in violation may be referred to the police and to the administration for disciplinary action.

F-4 Flag Decorum/Procedures

The following is a suggested guide for the faculty and students at Mountain View High School to show proper respect for the National Colors, National Anthem and *Pledge of Allegiance*:

- **Monday morning classroom flag ceremony**

When the National Anthem/Pledge of Allegiance is announced, students and teachers should stand at attention, face the flag (no moving or talking), and recite the *Pledge of Allegiance* at the appropriate time.

- **Additional Activities**

Similar procedures should be followed at various events such as: athletic contests, assemblies and special programs which include the playing of the National Anthem and/or the reciting of the *Pledge of Allegiance*.

G-1 Guidance Information

ALPINE SCHOOL DISTRICT
MOUNTAIN VIEW HIGH SCHOOL
Graduation Requirements

(Including Grades 9-12)

4.0 Credits English

(3.0 English Core and
1.0 Applied Language Arts)

- 1.0 English 9
- 1.0 English 10
- 1.0 English 11
- 1.0 Applied Language Arts

3.0 Credits Science

(2.0 Science Core and
1.0 Applied Science)

Science Core taken from 2 of the 4 quadrants:

- Earth Science (9th Grade)
- Biology, Biology AP
- Chemistry, Chemistry AP
- Physics, Physics H,
Physics AP

3.0 Credits Social Studies

- 0.5 World Geography
- 0.5 World Civilization
- 1.0 U.S. History
- 0.5 Elective Social Studies
- 0.5 Government and
Citizenship (12th Grade)

3.0 Credits Math

(2.0 Math Core and
1.0 Applied Math)

- 1.0 Elementary Math
- 1.0 Advanced Math
- 1.0 Applied Math

1.5 Credits Movement/Fitne

- 0.5 PE Skills
- 0.5 PE Fitness
- 0.5 PE Elective

1.5 Credits Fine Arts

1.0 Credit Career Tech

.5 Credit Computer Tech

.5 Credit Financial Literacy

.5 Credit Health

9.5 Credits Elective

28 TOTAL CREDITS

(Students will meet annually with a counselor to update the SEOP (Student Educational Occupational Plan).

(Duplicate credit cannot be given if a class is repeated. If a class is taken twice, credit from the second class may only count as elective credit.

(According to state school law, high school credit may not be given for any "release" time.

OTHER GUIDANCE OFFICE SERVICES

Guidance department personnel try to provide assistance to all students at Mountain View. Their objective is to assist students in becoming successful, productive citizens. A sincere effort is made to determine the unique needs of all students and to provide educational programs which will meet those needs. Every student has the opportunity to meet with counselors in yearly SEOP interviews. Students are also invited to contact a counselor whenever a need arises.

Counselors are prepared to help students:

1. Assess abilities, aptitudes, interests and educational needs.
2. Understand available educational career opportunities and requirements.
3. Make the best possible use of their opportunities and develop job skills.
4. Arrange school programs of study to meet educational needs.
5. Find ways to work out personal problems.
6. Explore occupations in which the student may be interested and match abilities to interests.
7. Secure information about college, universities, vocational school, armed forces, and special training programs.
8. Interpret test information.
9. Secure information about available scholarships.

Scholarships

Information on college scholarships is available through a variety of means such as the scholarship box in the Guidance Office and the Internet.

If needed, counselors are available to assist students with the preparation of scholarship applications. Merit scholarships are often awarded on the basis of the following criteria: grade point average, ACT/SAT test scores, school/community participation, honors/advanced placement classes, as well as financial need. Talent scholarships, usually in the performing arts and athletics are offered by universities and colleges. Private scholarships from various organizations are also available.

Testing Services

Test: UPASS Core Testing (CRT)

Purpose: This test is designed to provide information regarding student achievement in English, science and math areas.

Date: April and May

Cost: None

• National Tests

Test: PLAN

Purpose: This test mirrors an actual ACT test. It acts as an early indicator of scores on ACT tests in the areas of English, math, reading, and science reasoning. This test also has an interest inventory to help students in career planning.

The PLAN will be administered to all Sophomores on March 6, 2012 at MVHS. There will be no charge.

Test: ACT - The American College Testing Program

Purpose: This college entrance exam is required for admission to most Mountain and Midwest colleges. Areas tested are English, math, reading and science reasoning.

Date: September, October, December, February, April and June

Cost: \$34, w/writing \$49.50

Students must submit registration by mail or on-line at www.actstudent.org.

Materials are available in the Guidance Office.

The MVHS Code is 450-280.

Location: Given at various sites.

The ACT will be administered to all Juniors on March 6, 2012 at MVHS. There will be no charge.

Test: PSAT/NMSQT - Preliminary Scholastics Aptitude Test/ National Merit Scholarship Qualifying Test

Purpose: This test measures verbal and math abilities. It is required of juniors who are interested in participating in the National Merit Scholarship program. This test is optional.

Date: Wednesday, October 12

Cost: \$14, pay MVHS in the financial office

Test: SAT - College Board SAT Program/SAT Subject Tests

Purpose: This college entrance exam is required for admission to some Eastern and Western colleges. The areas tested are verbal and math. Individual subject tests are also available. It is also required of National Merit Scholarship semifinalists in order to continue in the competition.

Date: October, November, December, January, March, May and June.

Cost: \$49

Students must submit registration by mail or on-line at collegeboard.com. Materials are available in the Guidance Office. **The MVHS Code is 450-280.**

Location: Given at various sites

Test: AP Tests - Advanced Placement Tests

Purpose: Students who pass a test at a certain level of proficiency can earn college credit which is acceptable at most colleges in the USA.

Tests offered: Calculus AB, Calculus BC, English Literature, English Language, Environmental Science, French, Music, Physics B, Psychology, Spanish, Statistics, Studio Art, U.S. History, European History, US Government and Politics, Comparative Government and Politics, and World History

Cost: \$87; \$50 deposit due in March to reserve test, pay MVHS in the financial office

Dates: Various days during May

H-1 Home and Hospital Programs

Homebound instruction is handled through the Guidance Office. If a student will be absent two or more weeks, parents are requested to notify the school immediately. The homebound instruction application can be obtained from the school. The completed form, along with a doctor's statement, is then sent to the Alpine School District office requesting the service.

Students who are absent for periods less than two weeks should keep class work current by maintaining contact with the teacher. Teacher e-mail addresses are listed in this handbook.

H-2 Homework

1. The successful student sets a certain time each day for independent study. He or she might spend part of this time studying notes that were taken during class or reading a resource book related to the material. Frequently, time will be provided for students to begin the homework assignments under the supervision of the teacher. Work not finished in class will become part of the student's homework responsibility. Homework assignments are expected to meet acceptable standards of neatness, legibility and completeness.

2. As high school students continue through their junior and senior years of high school, they will find there is a progressive increase in time dedicated to home study if they are to accomplish the work outlined by the teachers.

H-3 Honor Roll

1. Honor Roll recognition is provided for a grade point average of 3.70 to 3.99. High Honor Roll recognition is for a grade point average of 4.0.
2. Students who maintain a 4.0 throughout the school year are honored at the Academic Assembly in the spring.

I-1 Insurance

1. Accident insurance is available to all students from an independent provider, Security Life Insurance Company. Application forms are available in the Attendance Office. Students who are not covered by a family or a personal insurance plan are urged to buy this insurance. The school has no responsibility for accidental injury.
2. Only those students who obtain insurance, or who sign the insurance waiver at the bottom of the *Emergency and Release* form, will be allowed to participate in athletics and/or physical education classes.

I-2 Internet Use

Proper use of the internet, according to Alpine School District's acceptable use policy, is required of the entire school community while on the MVHS campus.

L-1 Lockers

Students should use only the locker assigned to them. If a student wishes to make a change, an administrator must give permission.

1. The school provides lockers for students' convenience. Lockers are only for storing materials pertaining to school.
2. **Once a locker has been assigned, the student is responsible for that locker throughout the school year.**
3. Students may not display inappropriate materials such as: vulgar words, profane and obscene slogans, pictures and advertisements that have any reference to alcohol, tobacco, drugs or sex. Lockers may be inspected at any time by school officials and inappropriate or unauthorized materials will be confiscated.
4. Students are responsible for the cleanliness of their lockers both inside and out. Failure to keep the locker clean may subject the student to loss of the locker and a fine.
5. If your locker isn't clean, or is damaged at the beginning of the school year, please notify the Attendance Office. You will be held responsible for the locker's condition at the end of the year.
6. Lockers are not for the storage of money or personal valuables. Students assume risk and responsibility for any valuables stored in lockers.
7. Please remember to clear all items from lockers before school ends for the year. Items left in the locker will be donated to charity.
8. Generally, there are two students assigned to a full size locker, do not give anyone else the combination to your locker.

L-2 Lost and Found

The lost and found department is housed in the Attendance Office. All lost and found articles should be brought to the office immediately. Items will be returned to owners following proper identification of the lost item. All items left unclaimed are donated to charitable organizations

several times throughout the year. If an item is stolen or lost, immediately contact the secretary in the Attendance Office.

L-3 Lunch Money

1. Lunch money is deposited into the student's lunch account, preferably before school, in the lunchroom. **Deposits to lunch accounts cannot be accepted during lunch time.**
2. Those who qualify for free or reduced price lunches must file the appropriate form with the Alpine School District Food Service Office (490 N State Street, Lindon, UT 84042, 801-796-3101).

M-1 Mascot

The Mountain View High School mascot is the Bruin.

M-2 Media Center/Library

Students are encouraged to make thorough use of the Media Center. Students' cooperation in the following matters will make the facility more rewarding for all:

1. The Media Center is a place of safe and calm individual study.
2. Books must be correctly checked out before being removed from the Media Center.
3. Use of the Media Center during class periods is allowed with a pass from the teacher.
4. Media Center hours are from 7:00 a.m. to 3:30 p.m.

Circulation Policy

The guidelines for circulation of materials for Mountain View High School Media Center are as follows:

1. Activity/ID cards are required to check out any materials. Students must use only their own cards and not those of friends.

2. Students with fines or overdue items cannot check out any materials until the problems have been corrected.
3. Students who have lost items will be charged replacement costs plus a \$1.00 processing charge.
4. Books are checked out for three weeks with a onetime renewal.
5. Students will be fined for overdue books at a rate of \$.10 per day.
6. If the fine is paid at the time overdue book is returned, the student will pay only one-half of the amount due.
7. Magazines may not be checked out.
8. Some encyclopedias may be checked out for one day only.
9. Other media items (pamphlets, maps, etc.) are circulated as needed.
10. No equipment will be checked out to students.

M-3 Medication

It is against the law for anyone at the school to dispense any kind of medication, even acetaminophen (Tylenol), without permission from parents.

N-1 Nuisance Items

Items not directly associated with the educational program (examples include, but are not limited to: video games, cell phones, MP3's, iPods, pagers, radios, tape recorders, boom boxes, CD/DVD players, water guns, yo-yos, water balloons, etc.) are generally not to be brought to school. If any items become a nuisance to the teacher or other school employee in class or in the halls of the school, they will be confiscated. Students found possessing nuisance items will have the items taken and will be subject to disciplinary action. Many of these items become a target for theft and should remain at home. **Mountain View High School is not responsible for the loss or theft of these items.**

O-1 Obscene Literature, Pictures and Language

Literature, pictures and language which are obscene and offensive are unacceptable. Students have the right not to be exposed to obscenity or vulgarity. Teachers, parents and students should notify the office immediately if any such material or language is present at school. Students found in violation of this standard will be dealt with to the full extent of the law.

Utah State Code 76-10-1234, Accessing Pornographic or Indecent Material on School Property, states:

- 1) Accessing pornographic or indecent material on school property is defined as willfully or knowingly creating, viewing, or otherwise gaining access to pornographic or indecent material while on school property.
- 2) Each separate offense under this section is a:
 - a. class A misdemeanor if the person is 18 or older; and
 - b. class B misdemeanor if the person is under 18.

O-2 Out-of-Area Attendance Request

1. Students who reside outside of the Mountain View attendance area and want to attend Mountain View High School must obtain and complete the necessary Out of Area Transfer Request Form. This form is available in the Guidance Office.
2. Students who are accepted to attend Mountain View must live by all the rules and regulations of Mountain View High School and maintain good attendance. If they do not, they must return to their original school.

P-1 Parent-Teacher Conference

Parents may arrange conferences at any time by calling the school at 227-2400. Also, school wide Parent-Teacher conferences are held several times a year. Please refer to the school calendar for exact dates.

P-2 Parking

1. Parking at Mountain View High School is considered a privilege.
2. Alpine School District provides parking for students under certain provisions. These conditions apply to all motorized vehicles, including motorcycles and scooters. It is the intent of the administration of Alpine School District that allowing cars at school will not interfere with the normal operation of the school. With the passage of Utah Code Section 53-6-20, amended by Senate Bill No. 7, 1975, Mountain View High School will receive the assistance of the Orem City Police department in enforcing all rules and regulations in and around the parking lot. This includes the assistance of the on campus police officer.
3. Failure to abide by the following rules may result in a denial of the parking privilege:
 - a. **Parking Permits:**

All vehicles, including motorcycles, must be registered with the school and display a current parking permit. Registration forms and parking permits are available in the Attendance Office throughout the school year. The permit cost is \$5, payable through the Financial Office. Students found registering automobiles not belonging to them, or improperly using parking permits, will be subject to a fine, a suspension and the loss of parking privileges.
 - b. **Student Parking:**

Students who have parking permits may park in **any marked parking stall in the east parking lot**, except the first row (nearest the school) which is reserved for visitor and disabled parking, and the loading zone (horseshoe).

 - (1) Motorcycles may only be parked in the designated lot at the east of the building.
 - (2) Student parking at any other place during school hours (7:45 a.m. to 2:15 p.m.) is prohibited, except in the auto shop compound with teacher permission.
 - c. **Staff Parking:**

The west parking lot is reserved for faculty and staff parking.
 - d. **Visitor Parking:**

Visitor parking is east of the main building. The first row of stalls next to the school is reserved for visitor parking; also, visitors may park during non-restricted hours in the bus loading zone (horseshoe).
 - e. **Orem Fitness Center and Tennis Court/Community Park Parking Lots**
The Orem Fitness Center lot as well and lots for the tennis courts and the community park are for patrons only! They are not school parking lots. Anyone using these parking lots for school parking will receive an Orem City Parking Ticket or be towed at owner's expense. **DO NOT PARK THERE!**
 - f. **Speed Limits:**

The speed limit for all areas is 10 M.P.H.
 - g. **No motorized vehicle is to be parked next to the school building.**
 - h. All **service areas** must be open for deliveries and emergency vehicles. Students may not park in the fire lane at any time, including during concerts and plays. Vehicles may be towed away.
 - i. **Vehicles without identification**

Vehicles which are used to abuse parking regulations and cannot be identified may be towed or chained.
 - j. **Students are not permitted in the parking lot at any time during the school day (7:45 a.m. to 2:15 p.m.).** Students may go to their cars during lunch, for educationally scheduled

activities or if they are officially checked out through the Attendance Office. These are the only exceptions.

k. Traffic Violations:

All traffic violations on school property will result in a citation from Mountain View High School and/or Orem City Police Department. The vehicle may be impounded or chained.

l. Traffic Accidents:

All traffic accidents or any damage to vehicles in the parking lots should be reported to the school administration and the on-campus police officer.

4. Parking Tickets:

a. Students are charged **\$10** for each violation received.

(1) After receiving a third violation, a chain and barrel may be attached to the car so that it cannot be driven. In addition to the \$10 per violation, the student must pay **\$50** charge to have the chain and barrel removed. Also, a student/administrator conference will be held and a letter may be sent home or a telephone call made informing parents of the problem.

(2) After a fourth ticket is dispensed the car may be towed. Towing fees may exceed \$100.

b. Restricted Areas:

Students parking in restricted areas (faculty parking lot, loading zone, etc.) will be charged **\$20** for each violation.

c. Disabled Parking:

Vehicles parked in designated **disabled parking** stalls may be ticketed according to state regulations and fined in excess of \$100.

d. Reckless Driving

Students **driving over sidewalks and grass areas** may be ticketed.

5. Search and Seizure:

Any and all vehicles parked on Mountain View High School property are subject to a search by school officials and/or school security guards. Any illegal contraband will be confiscated and charges may be filed.

P-3 Peer Mentoring Lab

The Peer Mentoring Lab will be offered Tuesdays and Thursdays after school in Room 157 from 2:15 – 3:15 p.m. for those desiring assistance in any subject, including packets from East Shore High School (ESHS) or Electronic High School (EHS).

P-4 Presenting a Physical Hazard to Other Students

Throwing, kicking or placing any item that may cause physical injury to another person or damage to the building is prohibited. Examples include, but are not limited to: throwing cans, snowballs, footballs, Frisbees, or flipping pennies, etc. inside or outside the school building.

Skateboard riding is not allowed on campus at any time. Because of the possibility of physical harm that can result, assault charges may be filed against anyone participating in these activities.

P-5 Public Display of Affection

Embracing, kissing, or other acts of affection are inappropriate behavior on campus and at school sponsored activities and will not be allowed.

R-1 Report Cards

Report cards are issued at the end of every term. They will be distributed at school to students approximately one week after the end of the term. The final report card for the year is mailed

home. Grades are reflected in the following manner: A = 4.0, A- = 3.7, B+ = 3.4, B = 3.0, B- = 2.7, C+ = 2.4, C = 2.0, C- = 1.7, D+ = 1.4, D = 1.0, D- = .7, F = 0.0, P = 0.0

S-1 Safe Schools

Mountain View High School policy prohibits acts of violence, aggression, intimidation, use or possession of weapons, lighters, matches, candles, criminal behavior or gang activity. This policy applies to all Alpine District school grounds, at school sanctioned activities or when students are being transported in vehicles dispatched by the district.

S-2 School Tip Line

To facilitate communication, we have partnered with SchoolTipLine. SchoolTipLine allows you to notify school officials of safety concerns such as bullying, harassment, drugs, etc. If needed, concerns can be anonymous through web or text messaging. Please register at SchoolTipLine.com to help us implement this service. Type in Mountain View High School Orem, Utah under school search. Click on the "New User" box and register.

S-3 Sexual Harassment

Alpine School District and Mountain View High School are committed to the maintenance of a learning environment which is free of any form of sexual harassment, an environment where students may attend school free of unwanted conduct or communication of a sexual nature, and one that is in compliance with State and Federal law dealing with this form of discrimination.

Board Approved: October 11, 2005

The Alpine School District strongly disapproves of any form of sexual harassment in the school, including acts of non-employees.

Disciplinary action will be taken against any employee or student who engages in sexual harassment.

S-4 Sick Room/Illness

If a student becomes ill during the day, he should obtain a hall pass from his teacher and report immediately to the Attendance Office. If the student's illness is of such a nature that minor aid does not bring relief, the home will be contacted and the student will be released. A student may only remain in the "sick room" for one class period, and then they must return to class or check out of school. **Students are not permitted to leave the campus without first obtaining a check out slip from the Attendance Office, exceptions are rare and only in the case of an extreme emergency.**

S-5 Sophomore Academy

Sophomore Academy is a special day designated just for sophomores. Each year, MVHS hosts a "Getting to Know Mountain View" assembly, tour of the school and barbeque on the day before school begins. All sophomores are encouraged to attend, making a smooth transition to Mountain View.

S-6 Stairs and Hallways (Blocking)

Students may not create a hazard by blocking the free flow of traffic by sitting on the stairs or across the hallways.

S-8 Suspensions

1. Students who disobey the regulations of the school or commit serious actions of misconduct are subject to suspension from school. A written copy of the suspension notice will be given to

the student or mailed to the home. An attempt will be made to notify a parent by telephone when a student is suspended.

2. A personal interview between the parent, student and administrator is required before the student is considered for reinstatement.

T-1 Telephone

- Telephones are to be used to facilitate school business.
- Students and teachers will not be called to the phone while class is in session except in cases of an extreme emergency.
- Messages for teachers will be placed in the teacher's mailbox.
- In order to keep our offices running efficiently, **parents are asked to keep student messages to a minimum.**
- Office telephones are to be used for official school business only.
- Students may use the designated student phone in the Attendance Office before and after school and during lunch period.

T-2 Textbooks

All school textbooks are rented to students for their use during the school year. Textbooks are expected to last a minimum of five years. **Textbooks are to be kept clean and handled carefully. Students will be fined for any damage or writing in textbooks or replacement of missing books.**

Textbook Check Out/In Procedures

1. Books must be correctly checked out before being removed from the Media Center.
2. Positive ID is required to check out any textbooks.
3. Students must check out and check in textbooks with their class.
4. New students and exiting students may come to the Media Center individually to check books in and out.
5. Textbooks are checked out for the entire semester or year depending on the class.
6. Textbook novels can only be checked in by the teacher if it is during the regular part of a semester.
7. No duplicated textbooks may be checked out without administrative approval.
8. Damaged barcode labels will incur a \$1 fine for repair.

T-3 Tobacco, Alcohol, or Drugs

The possession or use of tobacco , intoxicants, narcotics, or any imitation drugs of any kind is prohibited in any building owned or operated by the Board of Education. This also applies to areas in the immediate vicinity of the school such as the Orem Recreation Center/Park. Students who choose to violate these policies will be subject to the following disciplinary actions:

SUBSTANCE ABUSE PENALTIES

Alcohol and Drug Use/Possession

First Offense:

- Referral to a law enforcement agency
- Possible suspension for 10 days
- Parent conference--sign a non-use contract
- Referral to the Parent/Teen Program
- Expulsion if Parent/Teen program not completed

- Exclusion from extracurricular school activities

Second and Subsequent Offense:

- Referral to a law enforcement agency
- Suspension, initiate expulsion procedures
- Referral to Parent/Teen Program second time

Tobacco Use/Possession

First Offense:

- Submit a court referral
- Notify parents
- Referral to the Parent/Teen program

Second and Subsequent Offense:

- Submit a court referral
- Notify parents
- Ten day suspension
- Student ordered to complete tobacco cessation program

Distribution or Intent to Distribute

- Referral to a law enforcement agency
- Notify parents
- Begin immediate expulsion procedures

T-4 Transcript of Credit

Senior students may have a free copy of their transcripts sent to one or more schools provided they are ordered prior to June 15 of the year they graduate. MVHS will mail the transcript directly to the school or agency requested.

T-5 Tutoring

Tutoring help is available to students in several academic areas. See information in section P-3 *Peer Mentoring Lab*.

U-1 Utah High School Activities Association and Region Information

The following information is taken from the UHSAA Handbook.

1. Members of Region Eight (4A Classification)

Maple Mountain High School

51 N 2550 E Sp. Fork 801-794-6740

Mountain View High School

665 W Center Orem 801-227-2400

Orem High School

145 S 400 E Orem 801-227-8765

Provo High School

1125 N University Ave. Provo 801-373-6550

Salem Hills High School

150 N Skyhawk Blvd. Salem 801-423-3200

Springville High School

1205 E 900 S Springville 801-489-2870

Timpanogos High School

1450 N 200 E Orem 801-223-3120

Timpview High School

2. Scholastic Regulations

Students must be "full-time" in order to be eligible to represent their schools in UHSAA competition. Students failing more than one subject or who have less than a "C" average will not be eligible to represent their school. Students who fail to meet the minimum requirements set forth above in the current or preceding term are also ineligible to participate in UHSAA activities in the succeeding term until they correct such deficiencies. Sophomores wishing to participate in UHSAA activities their first term in high school must meet the same requirements. The student's grade average for the last term of ninth grade must be a "C" or above. The student may make up any incompletes, failures or lower grade point averages over the summer by attending summer sessions, dual enrollment, receiving tutoring or by any other method acceptable to the Alpine School District.

3. Transfer Rule

A student who transfers from one high school to another is deemed ineligible to participate in any interscholastic activity sponsored by the UHSAA for **ONE FULL YEAR** at the school to which he transfers. A student who moves into the school boundaries with both parents, however, is immediately eligible. Any other transfer student must fill out a Transfer Application Form which must be signed by the principals at both schools.

4. Eligibility Lists

- a. Each member school will keep on file in a book provided by the UHSAA a list of all students who are eligible and participate in each activity. This list must be updated each grading period and certified by the principal. The principal thereby certifies that the students listed meet all of the requirements and are eligible under the constitution and bylaws of the UHSAA.
- b. Certification will be based on complete information concerning the student's age and scholastic history.
- c. Participation on any varsity, junior varsity, sophomore, or freshman team is to be considered as a season of competition.

5. Spectator Conduct

- a. Other than authorized spirit groups (cheerleaders, pep club, drill team), no spectators will be allowed on the field or floor during game time, quarters or half-time.
- b. Regarding noisemakers and other spectator support items, please refer to the UHSAA manual reference guide for those allowed in each sport.
- c. Throwing any objects, including confetti, torn paper scraps, crepe paper, toilet tissue, etc. is not allowed.
- d. School administrators who are present at games agree to take immediate, definitive action toward disruptive or unsportsmanlike students or fans. All schools will continue to enforce the front row rule (no sitting on the very first row).
- e. The host school will clearly define seating area for both home and visiting students. These areas should accommodate bands and pep clubs as well as the general student body.
- f. Shirts must be worn at all times.

6. Banners and Signs

No negative banner or posters of any nature will be displayed in the area of competition. A sign welcoming the visiting team is encouraged.

V-1 Valuables

1. Do not leave money, watches, rings, purses or any articles of value in lockers, classrooms, restrooms or locker rooms. The office will keep valuables for you, if necessary. Be sure that your lockers are securely closed and locked before leaving.

2. If you lose an article, check the "Lost and Found" in the Attendance Office. If an item is stolen you may file a report with the on-campus police officer. Report forms are available in the Attendance Office.

V-2 Visitors

Do not invite family members/friends to attend classes with you, this is **not** permitted. **Visitors are welcome on campus only if they are on official school business and are cleared by the MVHS Administration.** All visitors on official school business must secure a visitor's pass from the Administration Office. Anyone who does not belong in the school may be referred to the police department and charged with trespassing.

V-3 Vocational Programs

Alpine School District and Mountainland Applied Technology Center (MATC) have established programs in which a limited number of students may attend MATC on a part-time basis. Students who are interested in specific career choices should consult a Guidance Counselor early in their high school careers.

W-1 Withdrawals and/or Transfers

Students leaving Mountain View attendance area must obtain a withdrawal form from the Guidance Office. Parent/guardian signature is required on the form. The student will take the form to each teacher to sign and return books/items. See form for other signatures needed. Students must turn in activity cards and pay all fines.

W-2 Work Co-op

This program is available for students who work and want to receive elective credit. Students should consult their guidance counselor for further information.

STUDENT EMERGENCY INSTRUCTIONS



EARTHQUAKE

1. If inside the classroom:

- a. Drop under your desk or a table and assume the "drop and hold" position.
- b. At the end of the tremor, upon instruction from your teacher, evacuate the building quietly and go quickly to the proper gathering area, based on the emergency route for that classroom. If you have a coat in the room take it with you.
- c. If another tremor should occur while evacuating, take the "drop" (against the wall or lockers) or "drop and hold" (holding onto pipes or other solid objects) position. When the tremor stops and the teachers give the signal, proceed to the appropriate gathering area.

2. If in the hallway or gym:

- a. Assume the "drop" or "drop and hold" position. If you can hold onto something solid, do so.
- b. Report to the teacher of the class for that time of day. Lunch period is your third period teacher. If the earthquake should happen during a class change, report to the previous period teacher.

3. If outside:

- a. Assume the "drop" or "drop and hold" position. Hold on to some solid object if possible.
- b. Report to your teacher for that period, being sure to avoid power lines, light poles, etc. If an emergency occurs during a class break report to the previous period teacher. You must know in advance where that class meets in an emergency.

Every fire alarm means evacuate. Don't hesitate; don't question whether the alarm is "practice" or the real thing. Just evacuate quickly and orderly.

FIRE AND ALL OTHER EMERGENCIES

1. When the alarm sounds, evacuate. Don't hesitate.
2. Evacuation routes may need to be modified, based on the type of emergency.
3. If there is smoke, try to get below it or cover your mouth and nose with your shirt or other material. Breathe as little of the smoke as possible.
4. Remain at the gathering area until further instructions are given.

MOUNTAIN VIEW HIGH SCHOOL ATTENDANCE POLICY

Attendance Philosophy

Academic success and opportunities for success beyond secondary school are directly affected by student (and parent) attitudes toward attendance in high school. If students do not attend they cannot learn. If students are late for classes, it affects the learning of all students. In addition, absenteeism and tardiness place a burden on teachers. Classroom interruptions, re-teaching lessons, and preparing makeup materials for absent students uses valuable teaching time and deprives all students of learning opportunities.

The goals of the Attendance Guidelines at Mountain View High School are to: 1) Provide students with successful learning experiences in every class; 2) Increase teacher effectiveness by reducing classroom interruptions and non-attendance; 3) Provide structure for student attendance; 4) Improve communication and support parent efforts in promotion of student attendance.

Absences

A student's academic success can be significantly affected by missing school. No form of makeup work can replace a classroom experience. This said, parents/guardians may occasionally need to excuse students due to illness and emergencies. This should be done within two weeks of the absence or before, if it is a planned absence. Please see the "Excusing Absences" section below for information on how to do this.

To reach our attendance goals and ensure academic success for all students, MVHS limits the amount of times a student can miss class without **losing credit** for the class. These standards were established after considerable research of national, state, and district policies that have proven to improve success in high school. **On the 5th excused absence** in any single class during the term, the student will receive an NC. Students who come to class after the ten-minute tardy portion of the class are marked very late. Any time a student receives an unexcused absence the student has lost credit. In addition, **any unexcused absence/truancy** will automatically result in loss of credit (NC) for the class and must be made up during **FLEX** time as described in the "Flex as Attendance Recovery" section below. Absences due to school sponsored activities (i.e., fieldtrips, extracurricular events, etc.) will not count toward the absence limit.

Because of the effect absences have on student learning, parents/guardians are advised not to check students out of school except for emergencies and illness. Whenever a parent excuses a student's absence, it changes the absence from "unexcused/truancy" to "excused." The absence, however, still counts toward the **four allowable excused absences per class, per term**. Students are responsible to make up any work, quizzes and/or tests missed during their absence. Students have the responsibility to arrange for makeup work with their teachers.

Should a student go over the limit of **four excused absences**, parents/guardians may appeal absence(s) for emergency or illness as described in the "Attendance Appeals Process" section below.

Excusing Absences

Parents may excuse absences by sending a note during school hours or calling the attendance office at 227-2402, **24 hours a day**. An excused absence clears a student from truancy;

however, it does not remove the absence from the attendance records. Absences should be excused within two weeks of the absence. When excusing an absence(s) with a note, parents should include the date of the absence, the date and time the note was written, specific class periods(s) missed, and a phone number where the parent can be reached.

Fraudulent excusing of absences may result in student suspension and loss of privileges for all involved.

Tardies

Punctuality is an important life skill and tardiness is extremely disruptive to the educational process. When a student is tardy it affects not only that student, but the teacher and every other student in the class. A student is considered tardy if he or she is not in the classroom when the tardy bell rings (only administrators, counselors, and teachers may excuse a student's tardy). **On the fourth (4) tardy** in a class, per term, a student will need to make it up during **FLEX** time as described in the "Flex as Attendance Recovery" section below. If a student fails to make up tardies, credit will be lost in the class(es) with four (4) or more outstanding tardies. In an unusual circumstance (i.e., car accident) a parent may appeal a tardy to be excused.

Attendance Appeal Process

Upon a student's fourth (4th) excused absence, parents/guardians may appeal to have one or more additional absence. Appeals are reserved for rare and/or uncontrollable attendance problems (medically verified illness, etc.). Appeal forms may be picked up at the attendance office. Appeals will be taken to one of the Assistant Principals depending on the student's last name.

Flex Time as Attendance Recovery

Good attendance is critical for student success. Students are encouraged to interact with their teachers when they miss class so they may learn the material presented. Students will be able to receive attendance recovery credit by recording time with their teacher during flex. When the time is recorded and signed off by the teacher, the student will turn the recorded time into the attendance office. One flex visit can make up one tardy. Two flex visits will make up one absence.

HARC (Homework Attendance Restoration Class)

The administration **may** hold some sessions of HARC for those that have too many NC's to make up during Flex time. **If** HARC does take place it will be the last week of the term. It will cost three dollars (\$3) for each session attended.

Reminders

- X School excused absences (field trips, extracurricular activities, etc.) do not count toward the absence limit.
- X An NC is treated as an F for participation in extracurricular activities.
- X An NC does not count against a student's Grade Point Average (GPA).
- X A parent excused absence does not remove the absence.
- X If a student receives an "F" grade in a class with an "NC", the "F" will override the "NC".

Modified July 8, 2011

CHECK IN/CHECK OUT PROCEDURES

1. Students **checking in more than 10 minutes late** should go directly to the Attendance Office. Students will be issued an **Official Check-In Slip** to admit them to class. If the student has an explanatory note from the parent/guardian, they should turn it in at the Attendance Office. All notes are kept on file in the Attendance Office. Parents may also call the Attendance Office (227-2402) and leave a message before the student checks in to notify the office of the late arrival of the student. Notes/phone calls are not required. All tardies count towards the amount of total tardies.
2. Students must check out for appointments with a note from the parent. All notes should include: student's first and last name, date, grade, time, reason for check out, and a parent signature. If necessary, a parent may call the school to check out their student. Please give sufficient time for the Attendance Office to locate the student.
3. Students should bring notes for checking out to the Attendance Office before the checkout time, either before school or during lunch.
4. Students leaving school for any reason must check out with a note or a phone call from their parent/guardian through the Attendance Office. Parents/Guardians may also come to the Attendance Office in person. Students will be issued an "Official Check-Out Slip" to dismiss them from class and allow them to leave the school.
5. Except for emergencies, failure to check out will result in an unexcused absence. Students may not be released until the school has received permission from the guardian to do so.
6. If the student checks out then returns to school later that same day, they should bring the "Official Check-Out Slip" to the Attendance Office and check in before returning to class.
7. All notes brought by students are kept on file in the Attendance Office.
8. Students who are sick should report to the Attendance Office where they will be assisted.

Modified 7/08/11

SHARED RESPONSIBILITIES FOR ATTENDANCE

The Student will:

- < Know and understand the Attendance Policy.
- < Gain the most of their educational experience by regularly attending and being on time to all classes.
- < Know attendance status in every class – **Skyward address:** <http://mountainview.alpinedistrict.org>, click on "GRADES."
- < Follow proper check-in/check-out procedures.
- < Attend Flex to make up loss of credit due to attendance.
- < Make up any work, quizzes, or tests missed during an absence.
- < Bring a doctor's note when missing ten or more consecutive days because of illness, surgery or other medical condition.
- < Submit pre-approved absence forms to the Attendance Office at least 24 hours in advance

of planned absence lasting five or more consecutive days.

- < **Check out with parental permission through the Attendance Office before leaving school for any reason, or it will be considered truancy. The only exception would be an extreme emergency which may be waived upon administrative approval.**

The Parent will:

- < Know and understand the Attendance Policy.
- < Call the school or send a note for the student's absence within two weeks of any absence. Parents may call 24 hours a day at 227-2402 and leave a message. All notes are kept on file in the Attendance Office throughout the school year.
- < Inform the Attendance Office of any planned absences of five or more consecutive days at least 48 hours in advance of the absence.
- < Encourage students to attend and be on time to class. Avoid interruptions of the academic year and plan medical appointments and vacations at times that will not require students to miss school.
- < Show support regarding district policies and state law by expecting regular school attendance for student success.
- < Be aware of the student's attendance status in each class – **Skyward address:** <http://mountainview.alpinedistrict.org>, click on "GRADES."
- < The role of the parent is further summarized by the following:
Utah Compulsory Attendance Law [53A-11-101] requires every school age child to be in school. Parents/guardians are responsible for their children's regular school attendance and may be charged with a misdemeanor if they fail to ensure their student's regular attendance.

The Teacher will:

- < Keep accurate records of students' absences and tardies.
- < Begin class on time and provide meaningful classroom instruction each day.
- < Provide a complete and comprehensive disclosure document informing the student of how tardies and absences will affect the grade.
- < Send failure notices within sufficient time for remediation.
- < Discuss attendance issues with students as they arise and inform the school administration if attendance does not improve.

The Administration will:

- < Enforce and uphold the Utah State Compulsory Education law that may include a referral to juvenile court for excessive absenteeism.
- < Identify students with attendance issues and work cooperatively with parents/guardians and students to improve attendance.
- < Use earnest and persistent effort to improve student attendance.
- < Observe areas within the school in order to direct students to class.
- < Contact students who have been referred for excessive absences.

The Attendance Office will:

- < Keep administrators, counselors and parents/guardians informed of attendance problems.
- < Notify parents/guardians of excessive absenteeism by phone message, (ParentLink), or letter/postcard.
- < Review attendance records and help resolve discrepancies.
- < Provide check-in/check-out slips upon phone, note or in person authorization by a student's parent/guardian.

Modified 7/08/11

FLEX TIME

Flex Time Philosophy

Flex time allows for a system of intervention and enrichment for all students during the school day. Flex time will be held for 25 minutes each day between Tuesday and Friday after 3rd period unless otherwise stated (i.e., assemblies, pep rallies, etc.). All students may take advantage of this time to return to their teacher or attend a lab to learn concepts that they might have missed or do not understand. Other opportunities for acceleration may also be available for students who are caught up and want to excel in their learning. Students who are doing well in their classes and have passing grades with no NC's will be on flex privilege and will be able to choose where to go as long as they are not disrupting flex classes. This includes an extended lunch time.

Flex Restriction

Some students will be on flex restriction if they have an I, NC, or F on their flex report. That means they will be required to attend one of the classes where they have an I, NC, or F during flex time so they can receive instruction to improve their learning and eventually their grade. The flex reports will be delivered to each student at the beginning of the week and will be color coded for students on restriction. Students will be on flex restriction until their grades are cleared the next week. Students on flex restriction who do not use flex time to return to the appropriate class will be identified by our student advocates and administration. Their parents will be notified and they will lose the privilege of leaving their third period class during flex time and will be picked up by administration and taken to a supervised study hall. If the student continues to abuse flex time they will be referred to other intervention programs that involve their parents to help them be successful.

Flex as Attendance Recovery

Good attendance is critical for student success. Students are encouraged to interact with their teachers when they miss class so they may learn the material presented. Students will be able to receive attendance recovery credit by recording time with their teacher during flex. When the time is recorded and signed off by the teacher, the student will turn the recorded time into the attendance office. One flex visit can make up one tardy. Two flex visits will make up one absence.